



## Live Proctoring Using Zoom with Respondus LDB

When LockDown Browser (LDB) is used with “Instructor Live Proctoring,” the instructor watches students remotely during an online test. This feature requires the use of a video conference system such as Zoom and is intended for small classes where the instructor can view all students on the screen at once.

The instructor and students meet in the video conferencing application at a specified time. When ready, the instructor provides students a start code for the online exam – students start LDB from there. The instructor can then watch students via the video conference system for the duration of the exam.

## Contents

Live Proctoring Using Zoom with Respondus LDB .....	1
Tutorial Videos .....	2
Setting up your Live Proctoring Session .....	2
Create your Zoom Meeting .....	2
Setting up Your Quiz for Live Proctoring .....	5
Enable Lockdown Browser .....	9
Managing a Live Proctor Session .....	13
Student Communication.....	13

## Tutorial Videos

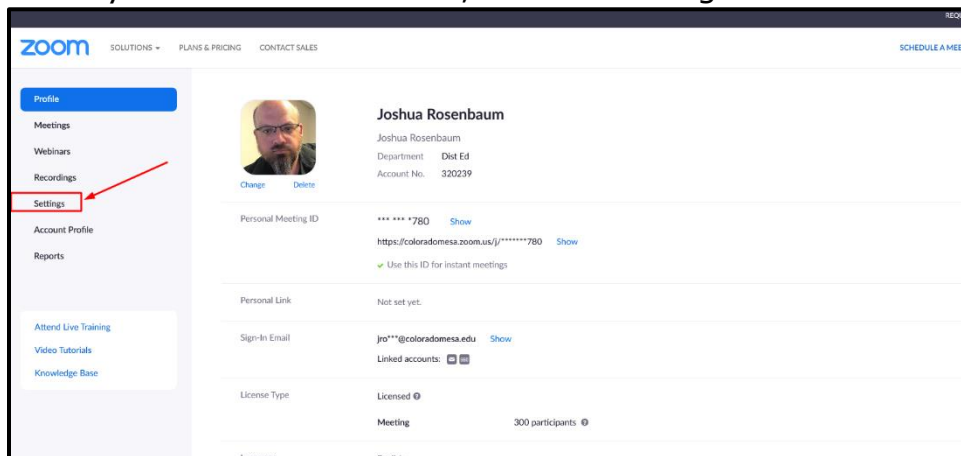
- [How to set up live proctoring using ZOOM and Respondus LDB](#)

## Setting up your Live Proctoring Session

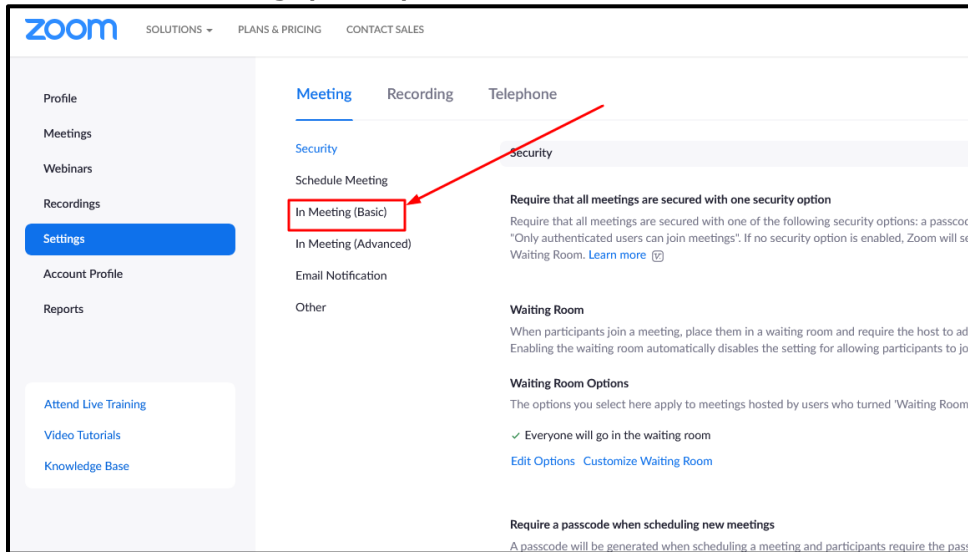
### Create your Zoom Meeting

It is important that you create a unique meeting for this Proctored Quiz Session. To do so follow these instructions:

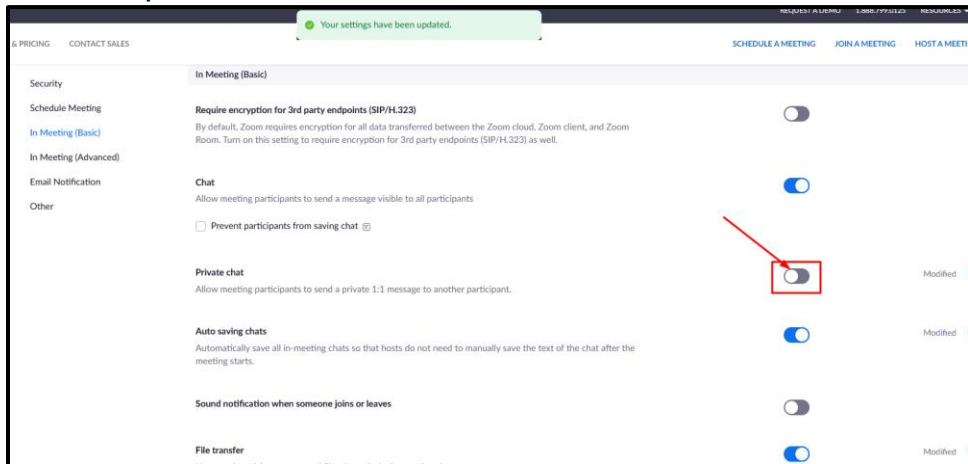
1. Go to your Zoom Web client, select "Settings on the left hand side



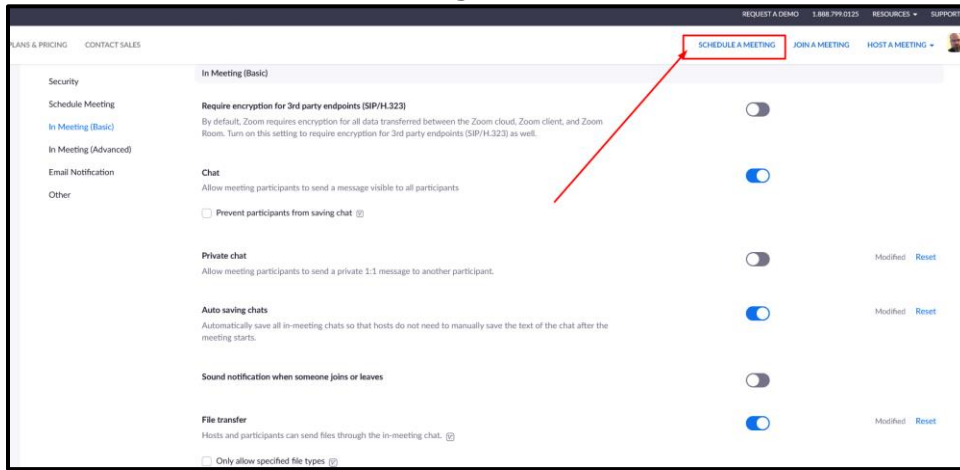
## 2. Go to "In Meeting (Basic)"



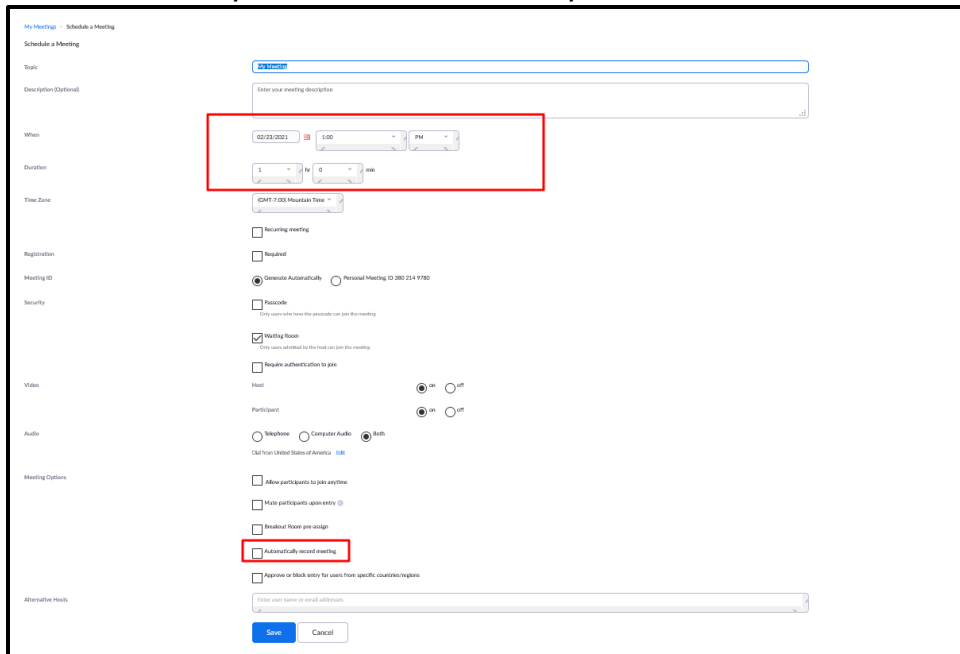
## 3. Turn off private chat.



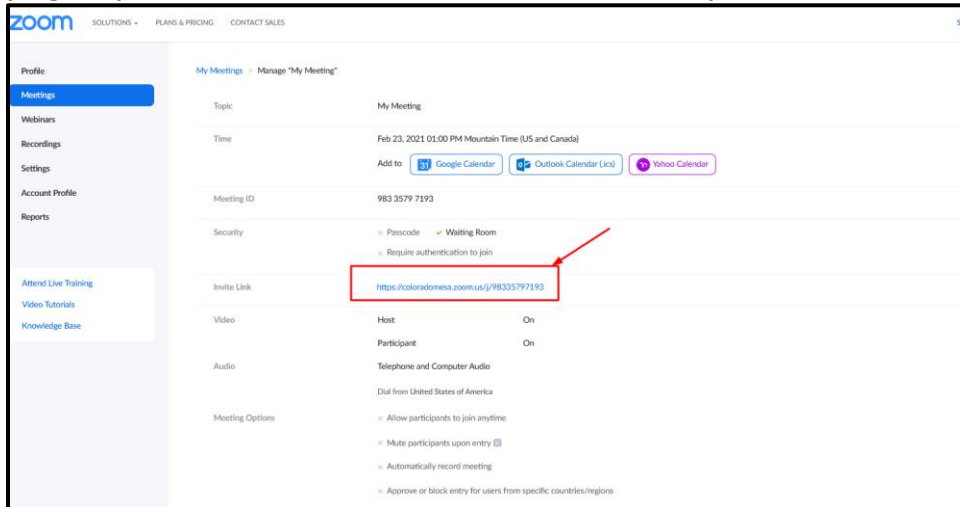
#### 4. Click on "Schedule a Meeting"



#### 5. Schedule your meeting at the agreed upon time, for the correct duration. Leave some time to give instructions and some extra for after the exam to follow up. 15 minutes extra time is recommended. You can also choose to automatically record the session if you think it necessary.



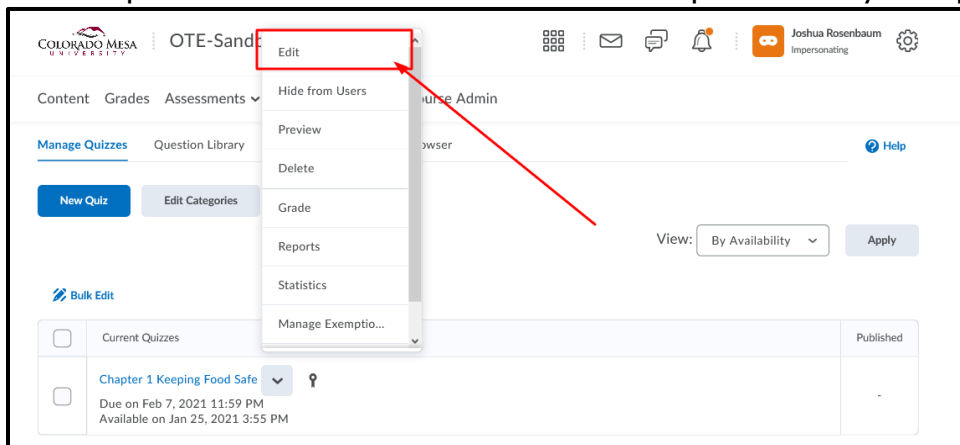
6. Once saved, go your meetings and copy the meeting link. Leave this browser page open for reference in the next two steps.



## Setting up Your Quiz for Live Proctoring

The following steps are best practice for setting up your D2L quizzes for live proctoring.

1. In the quiz tool choose "Edit" from the drop down of your quiz



- Expand the description. Paste the ZOOM meeting link into the description using the "Insert Stuff" button

Edit Quiz - Chapter 1 Keeping Food Safe

Properties Restrictions Assessment Objectives Submission Views Reports Setup

**General**

Name: Chapter 1 Keeping Food Safe

Category: no category [Add category]

**Quiz Questions**

Questions per page: [ ] Apply

Paging: [ ] Prevent moving backwards through pages

☐ Shuffle questions at the quiz level  
Also shuffle versions of the quiz level. Does not cascade to sub sections.

Add/Edit Questions Edit Values

Page Name	1	Q1. A food handler's hands can transfer pathogens from a...	Type	Points	Diff	Bonus	Mandatory
1	Q2. Food handlers who don't wash their hands correctly c...	T/F	1	1			
1	Q3. A foodborne-illness outbreak is when two or more peo...	T/F	1	1			
1	Q4. Adults are more likely than preschool-age children L...	T/F	1	1			
1	Q5. Leftover chili is cooled on the counter. How did it ...	MC	1	1			
1	Q6. A food handler wearing gloves places a chicken break...	MC	1	1			
1	Q7. A food handler prepping salad stops to scratch her a...	MC	1	1			
1	Q8. A server setting tables touches the food-contact sur...	MC	1	1			
1	Q9. Select each food that is or contains a TCS food.	M/S	1	1			
	Total	9					

Description / Introduction  
Expand description / introduction  
Page Header / Footer  
Expand page header / footer  
Optional Advanced Properties

Description / Introduction

Collapse description / introduction

Description

on off

Insert Stuff

Format

Introduction

1 Q6. A food handler wearing gloves places a chicken break... MC 1 1

1 Q7. A...

1 Q8. A...

1 Q9. S...

**Insert Stuff**

- My Computer
- Course Offering Files
- Shared Files
- Add Video Note
- Video Note Search
- YouTube
- Flickr
- Insert Link

Cancel

Description

Collapse description / introduction

Description

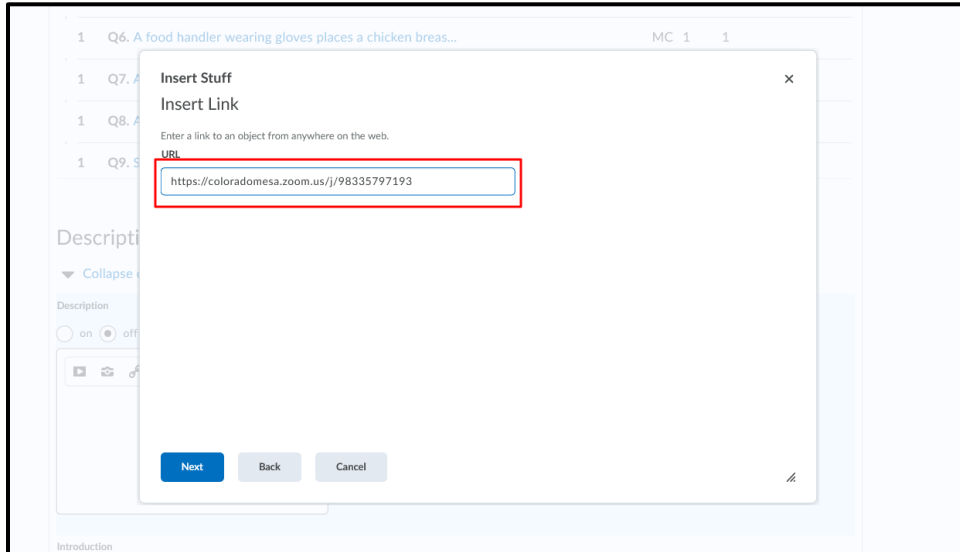
on off

Insert Stuff

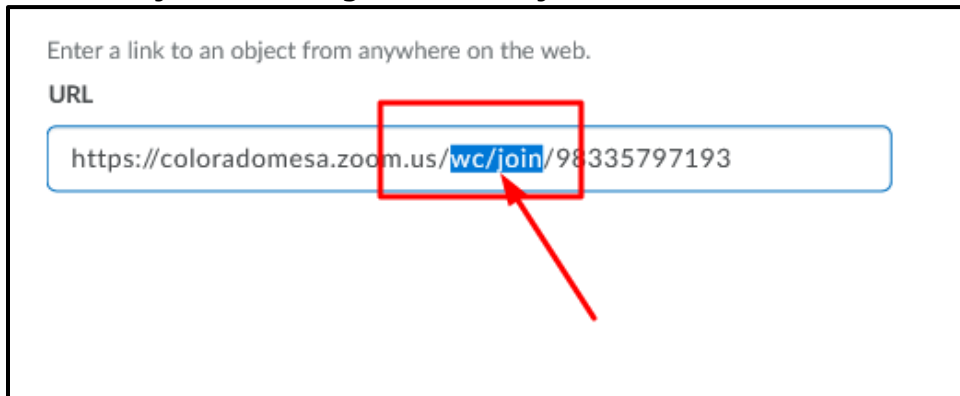
Format

Introduction

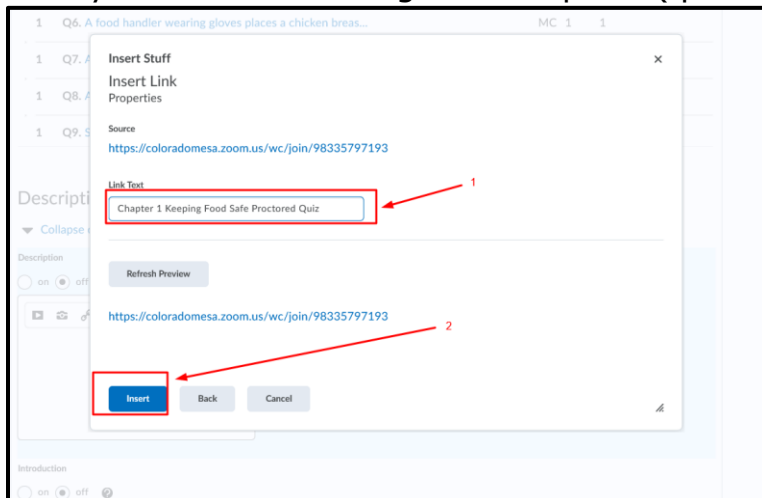
3. Paste the Zoom link into the dialog box



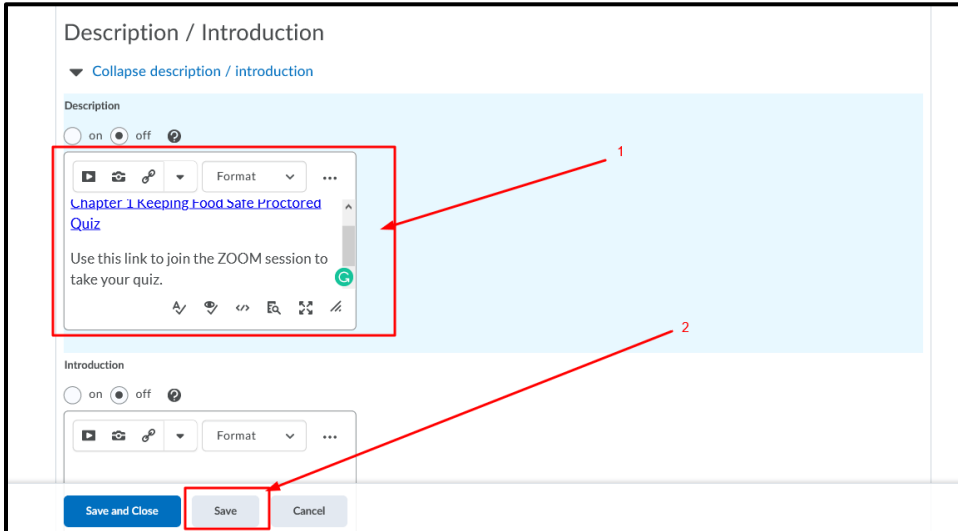
4. Edit the "j" and change it to "wc/join"



5. Give your URL a meaningful description (quiz name) and click "Insert"



6. Add any additional instructions and save.



Description / Introduction

▼ Collapse description / introduction

Description

on off

1

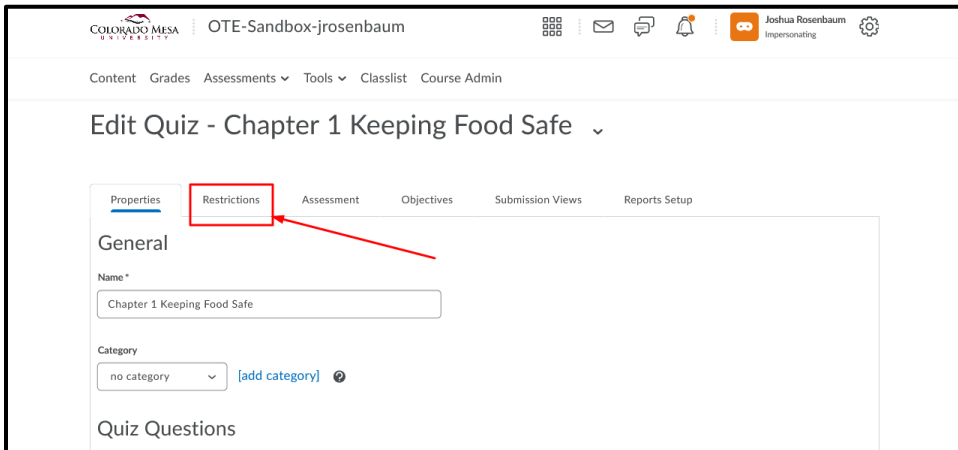
Chapter 1 Keeping Food Safe Proctored Quiz

Use this link to join the ZOOM session to take your quiz.

2

Save and Close Save Cancel

7. Go to restrictions



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Content Grades Assessments Tools Classlist Course Admin

Edit Quiz - Chapter 1 Keeping Food Safe

Properties Restrictions Assessment Objectives Submission Views Reports Setup

General

Name\*

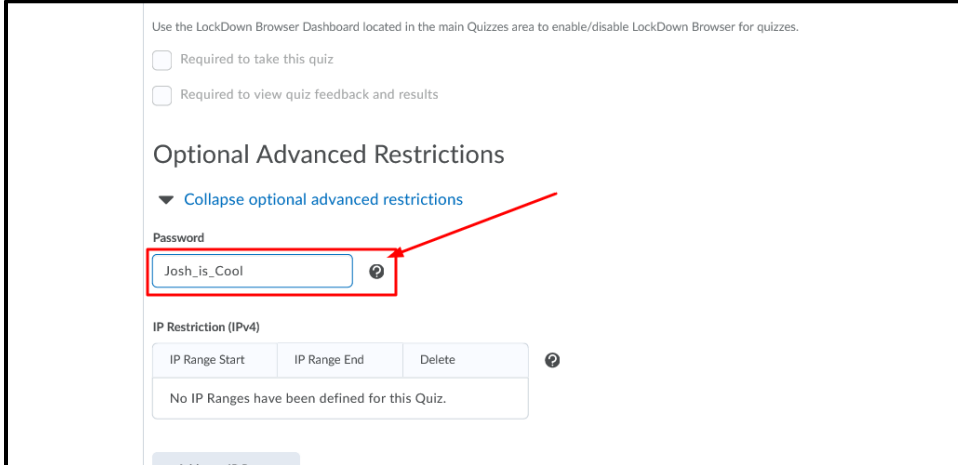
Chapter 1 Keeping Food Safe

Category

no category [add category]

Quiz Questions

8. Add a password of your choice. You will give students this password when they have joined the ZOOM proctoring session.



Use the LockDown Browser Dashboard located in the main Quizzes area to enable/disable LockDown Browser for quizzes.

☐ Required to take this quiz

☐ Required to view quiz feedback and results

**Optional Advanced Restrictions**

▼ Collapse optional advanced restrictions

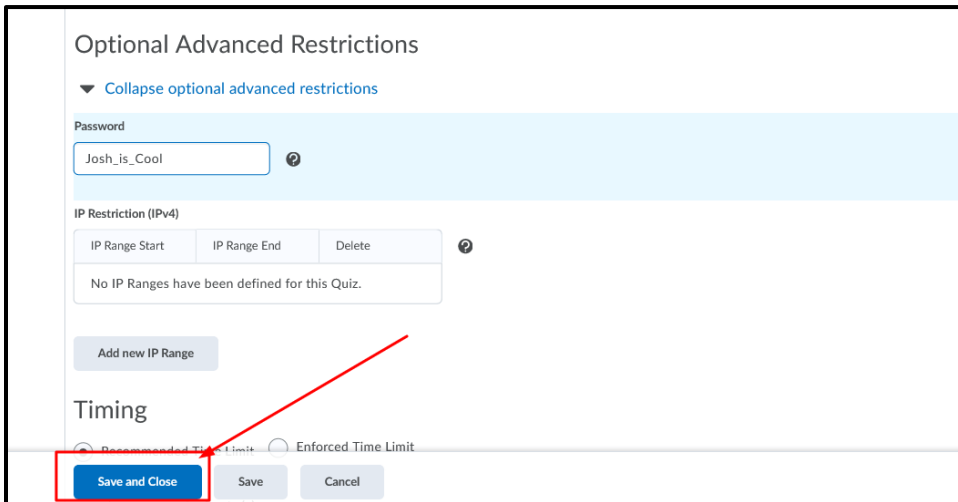
**Password**

Josh\_is\_Cool ?

**IP Restriction (IPv4)**

IP Range Start	IP Range End	Delete
No IP Ranges have been defined for this Quiz.		

9. Click "Save and Close"



**Optional Advanced Restrictions**

▼ Collapse optional advanced restrictions

**Password**

Josh\_is\_Cool ?

**IP Restriction (IPv4)**

IP Range Start	IP Range End	Delete
No IP Ranges have been defined for this Quiz.		

Add new IP Range

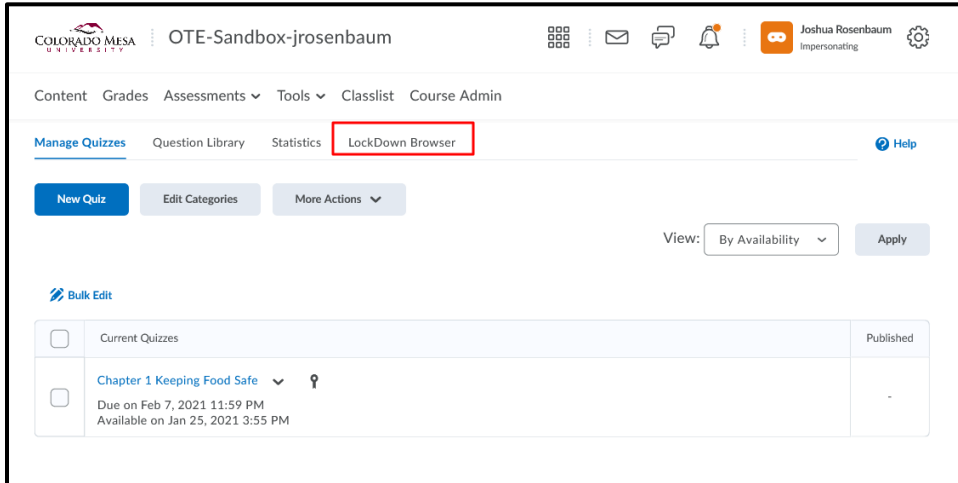
**Timing**

☐ Recommended Time Limit ☐ Enforced Time Limit

Save and Close Save Cancel

## Enable Lockdown Browser

1. From the quiz tool choose the LockDown Browser Dashboard:



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Content Grades Assessments Tools Classlist Course Admin

Manage Quizzes Question Library Statistics **LockDown Browser** Help

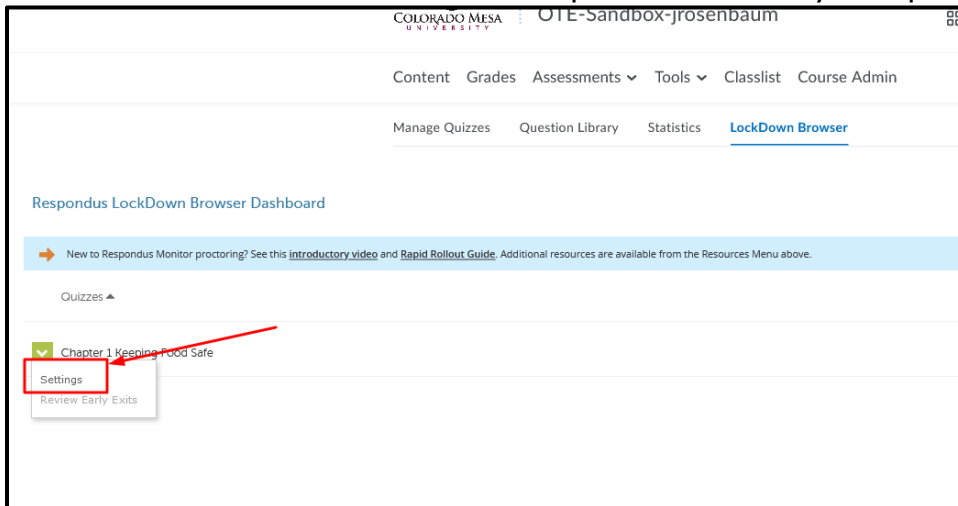
New Quiz Edit Categories More Actions

View: By Availability Apply

Bulk Edit

	Current Quizzes	Published
<input type="checkbox"/>	Chapter 1 Keeping Food Safe Due on Feb 7, 2021 11:59 PM Available on Jan 25, 2021 3:55 PM	-

2. In the LDB Dashboard click the dropdown next to your quiz and select "Settings":



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Content Grades Assessments Tools Classlist Course Admin

Manage Quizzes Question Library Statistics **LockDown Browser**

Respondus LockDown Browser Dashboard

New to Respondus Monitor proctoring? See this [introductory video](#) and [Rapid Rollout Guide](#). Additional resources are available from the Resources Menu above.

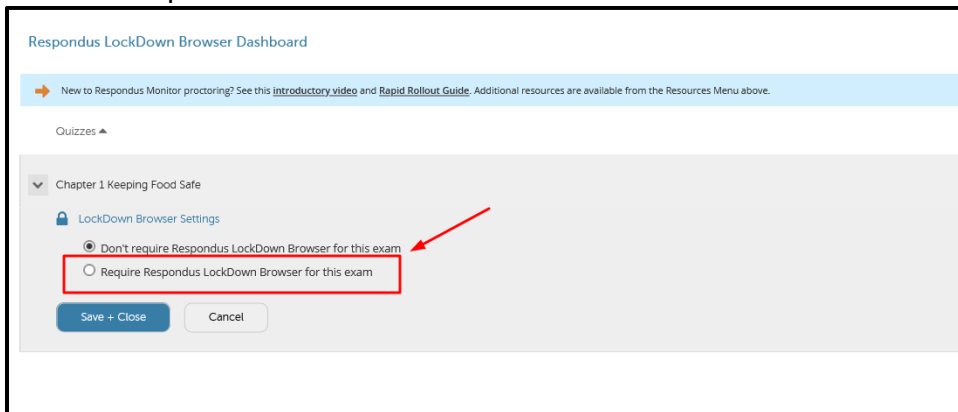
Quizzes

Chapter 1 Keeping Food Safe

Settings

Review Early Exits

3. Select "Require LockDown Brower for this exam"



Respondus LockDown Browser Dashboard

New to Respondus Monitor proctoring? See this [introductory video](#) and [Rapid Rollout Guide](#). Additional resources are available from the Resources Menu above.

Quizzes

Chapter 1 Keeping Food Safe

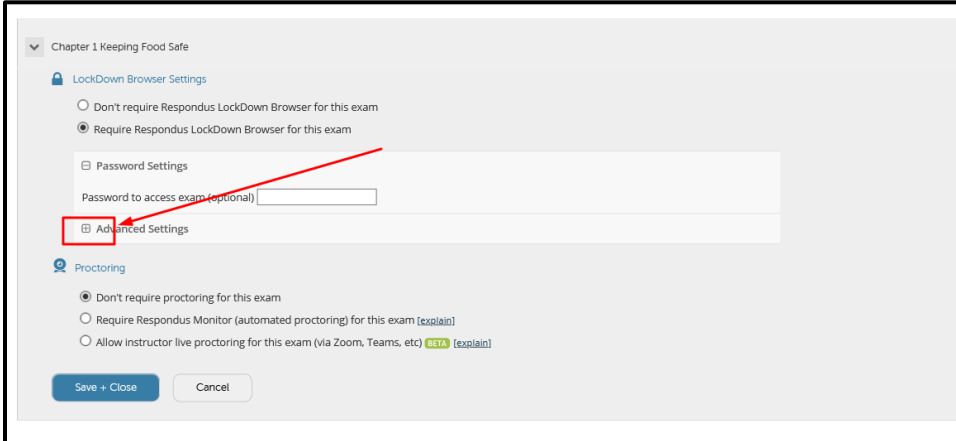
LockDown Browser Settings

☒ Don't require Respondus LockDown Browser for this exam

☐ **Require Respondus LockDown Browser for this exam**

Save + Close Cancel

#### 4. Open the "Advanced Settings" menu"



Chapter 1 Keeping Food Safe

**LockDown Browser Settings**

☐ Don't require Respondus LockDown Browser for this exam

☒ Require Respondus LockDown Browser for this exam

☐ Password Settings

Password to access exam (optional)

☒ **Advanced Settings**

**Proctoring**

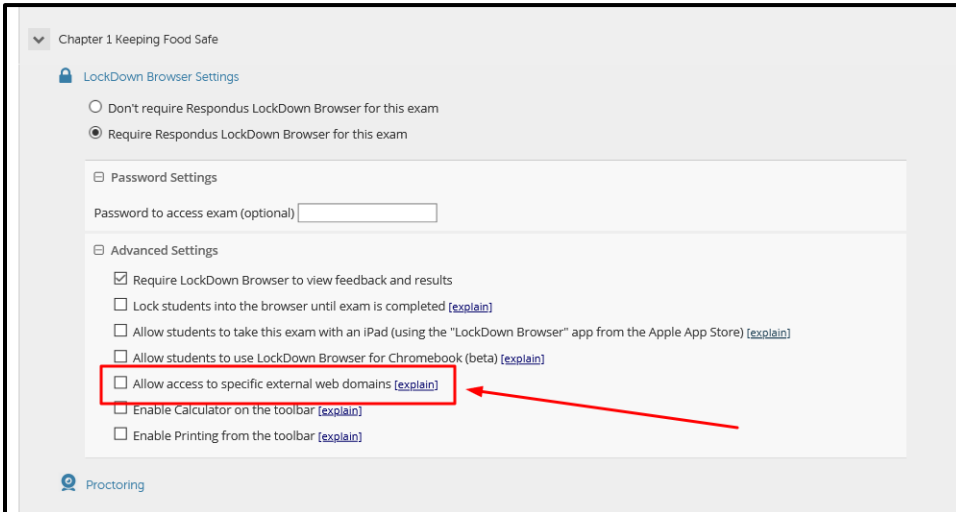
☒ Don't require proctoring for this exam

☐ Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)

☐ Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [BETA](#) [\[explain\]](#)

[Save + Close](#) [Cancel](#)

#### 5. Choose "Allow Specific External Web Domains:"



Chapter 1 Keeping Food Safe

**LockDown Browser Settings**

☐ Don't require Respondus LockDown Browser for this exam

☒ Require Respondus LockDown Browser for this exam

☐ Password Settings

Password to access exam (optional)

☒ **Advanced Settings**

☒ Require LockDown Browser to view feedback and results

☐ Lock students into the browser until exam is completed [\[explain\]](#)

☐ Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)

☐ Allow students to use LockDown Browser for Chromebook (beta) [\[explain\]](#)

☒ **Allow access to specific external web domains** [\[explain\]](#)

☐ Enable Calculator on the toolbar [\[explain\]](#)

☐ Enable Printing from the toolbar [\[explain\]](#)

**Proctoring**

## 6. Paste the ZOOM link into the open dialog box

Chapter 1 Keeping Food Safe

**LockDown Browser Settings**

☐ Don't require Respondus LockDown Browser for this exam

☒ Require Respondus LockDown Browser for this exam

☐ Password Settings

Password to access exam (optional)

☐ Advanced Settings

☒ Require LockDown Browser to view feedback and results

☐ Lock students into the browser until exam is completed [\[explain\]](#)

☐ Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)

☐ Allow students to use LockDown Browser for Chromebook (beta) [\[explain\]](#)

☒ Allow access to specific external web domains [\[explain\]](#)

Enter one or more web domains, separated by commas  
(e.g. algebra-ebooks.com, calculus-ebooks.com)

☐ Enable Calculator on the toolbar [\[explain\]](#)

☐ Enable Printing from the toolbar [\[explain\]](#)

## 7. Edit the "j" and change it to "wc/join"

Advanced Settings

☒ Require LockDown Browser to view feedback and results

☐ Lock students into the browser until exam is completed [\[explain\]](#)

☐ Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)

☐ Allow students to use LockDown Browser for Chromebook (beta) [\[explain\]](#)

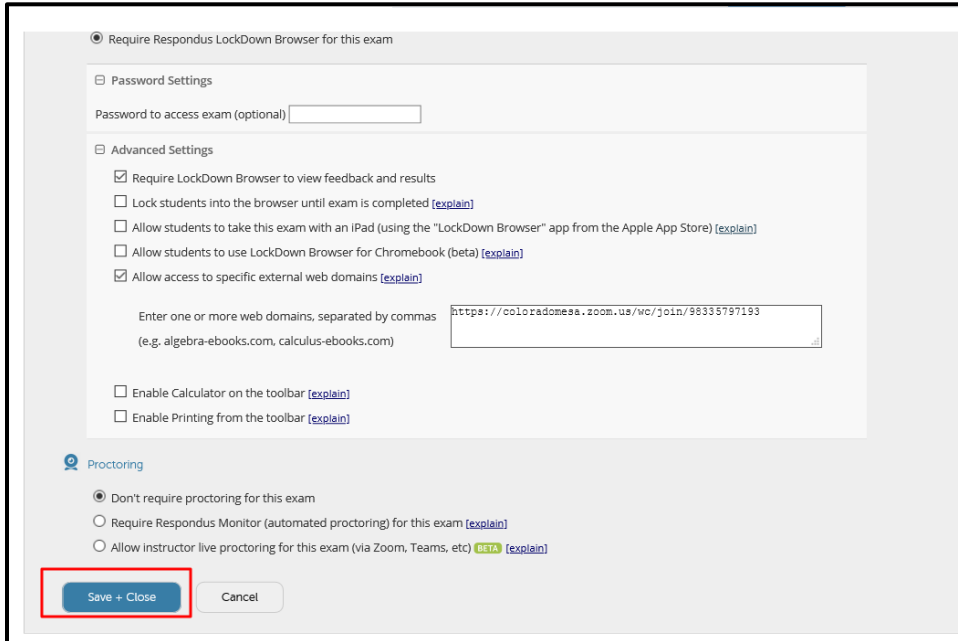
☒ Allow access to specific external web domains [\[explain\]](#)

Enter one or more web domains, separated by commas  
(e.g. algebra-ebooks.com, calculus-ebooks.com)

☐ Enable Calculator on the toolbar [\[explain\]](#)

☐ Enable Printing from the toolbar [\[explain\]](#)

## 8. Click "Save and Close"



☒ Require Respondus LockDown Browser for this exam

☐ Password Settings

Password to access exam (optional)

☐ Advanced Settings

- ☒ Require LockDown Browser to view feedback and results
- ☐ Lock students into the browser until exam is completed [\[explain\]](#)
- ☐ Allow students to take this exam with an iPad (using the "LockDown Browser" app from the Apple App Store) [\[explain\]](#)
- ☐ Allow students to use LockDown Browser for Chromebook (beta) [\[explain\]](#)
- ☒ Allow access to specific external web domains [\[explain\]](#)

Enter one or more web domains, separated by commas  
(e.g. algebra-ebooks.com, calculus-ebooks.com)

☐ Enable Calculator on the toolbar [\[explain\]](#)

☐ Enable Printing from the toolbar [\[explain\]](#)

**Proctoring**

- ☒ Don't require proctoring for this exam
- ☐ Require Respondus Monitor (automated proctoring) for this exam [\[explain\]](#)
- ☐ Allow instructor live proctoring for this exam (via Zoom, Teams, etc) [BETA \[explain\]](#)

**Save + Close** Cancel

## Managing a Live Proctor Session

### Student Communication

We recommend clearly discussing your live proctoring plans with your students. This should be done in your syllabus.

It is also recommended that you perform a practice quiz session with your class to alleviate any stress from the situation. Provide a link to the [CMU credentialed LDB download](#) in your syllabus.

Your live proctoring session must be a different ZOOM meeting than your synchronous class session. Your students will go to the quiz link in D2L. When they click the link, they will see the directions with the ZOOM link. This will open a ZOOM web client in their browser. Once inside the ZOOM session the students can be given the password orally or via chat. The student can then start the quiz/exam which will initiate the LDB. Once the LDB starts, the students will not see the zoom session as they will be locked out of their previous browser. You will still be able to see the students.